

ASSISTANT CITY MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Assistant City Manager exists is to perform highly responsible administrative and directional work in carrying out a wide variety of municipal managerial functions. This classification oversees and directs the work of 3 or more departments. General direction is provided by the City Manager, but the employee is expected to perform their functions with considerable independence, wide latitude, judgment, and discretion. Work is evaluated on the basis of results achieved.

ESSENTIAL FUNCTIONS

Provides general direction and policy guidance to department general managers on major municipal projects or problem areas, and coordinates activities with other departments to ensure effective working relationships.

Develops and assists the City Manager in establishing and maintaining good management policies and is directly responsible for the interpretation of management policies received from the City Manager and City Council.

Advises the City Manager on departmental progress through oral and written reports.

Resolves problems and conflicts within City government.

Takes final action on all personnel matters pertaining to City employees except those specifically reserved for the City Manager by City Council.

Within the limits imposed by the City Council, makes budgetary decisions, which are not within the various department general managers authorities.

Interprets policies and provides staff direction on policy and procedural changes.

Studies departmental organization and procedures and directs changes, recommends changes to the City Manager.

Meets with diverse members of the public and employees on matters of relevance to the city.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Public administration principles and practices.

Governmental budget preparation and administration.

Basic laws, ordinances, and regulations pertaining to municipal corporation.

Ability to:

Analyze a variety of administrative problems and to make sound recommendations as to their solution.

Build effective working relationships with city officials, co-workers, employees and citizens.

Manage, organize, and direct the work of others and provide organizational leadership.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Operate a variety of standard office equipment, including a personal computer that requires continuous and repetitive arm, hand and eye movement.
Obtain and possess a valid Arizona's driver's license with no major citations within the last 39 months.
Communicate effectively with citizens of varying socioeconomic backgrounds.

Education & Experience

Any combination of education and experience equivalent to a bachelor's degree in public or business administration, political science, or a related field and ten years of executive level municipal management experience.

FLSA Status: Exempt

HR Ordinance Status: Unclassified